

EPA
Incoming Political Appointees
2009





Managing EPA records as information assets in support of the Agency's mission:

- ensures statutory / regulatory compliance
- preserves corporate memory
- promotes information sharing
- assists better decision making
- enables efficient access / retrieval
- safeguards vital / sensitive information
- minimizes litigation risks
- reduces operating costs



# Statutes, Regs & Policy

The head of each Federal agency shall make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities. (44 U.S.C. 31; 36 CFR 12B)

This responsibility is delegated. (EPA 2161; EPA 1200)

- Chief Information Officer > Agency Records Officer
- Assistant and Regional Administrators > Records Liaison Officers
- All EPA employees





# All EPA employees are responsible for...

- creating records that document their activities
- filing records for safe storage and efficient retrieval
- disposing of records according to Agency schedules



### Records are . . .

"...all books, papers, maps, photographs, machine readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them." (44 U.S.C. 3301, Definition of Records)





 Records of EPA Senior Officials are especially important because they document Agency policy and important decisions.

 Many records of Senior Officials are considered "permanent" – i.e. subject to preservation by the National Archives.





- Calendars, schedules, and logs of daily activities
- Controlled and major correspondence
- Directives and policy guidance documents
- Program development files
- Reports to Congress or the President
- Speeches and testimony



# A records schedule is...

an EPA policy that provides specific, mandatory instructions for records:

- when they must be closed
- how long they must be retained
- their final disposition





a set of tools and procedures for managing records throughout their lifecycle

- Manual: print and file in a paper system; manage by hand
- Automated: capture electronically in the Enterprise Content Management System (ECMS)





- Do not use any outside e-mail account to conduct official Agency business
- Records you create or receive during your tenure belong to EPA exclusively
- Departing officials and employees may not remove extra copies of records or other work material without prior approval
- There may be criminal penalties for unauthorized removal or destruction of records
- Documents you create or receive may also need to be maintained pursuant to the Freedom of Information Act (FOIA), litigation or other legal requirements



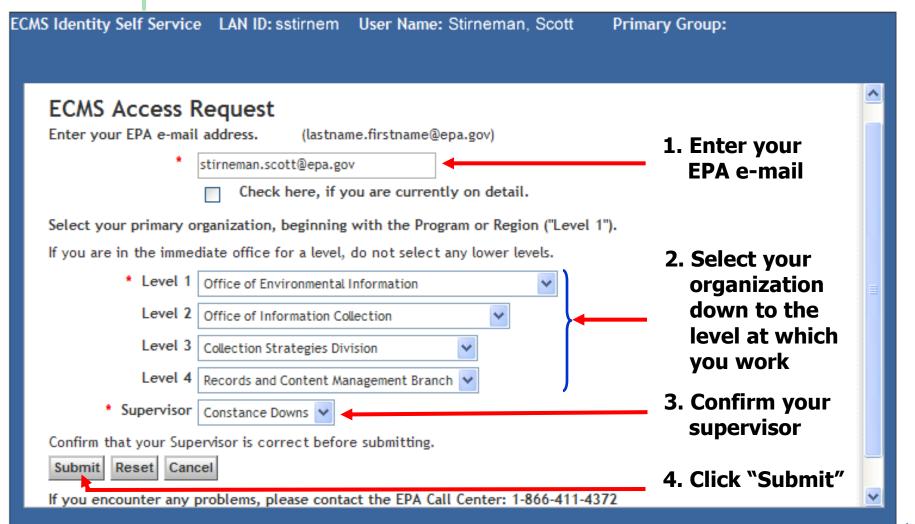
# **Register in ECMS**

#### Go to: https://ecms.epa.gov/iss



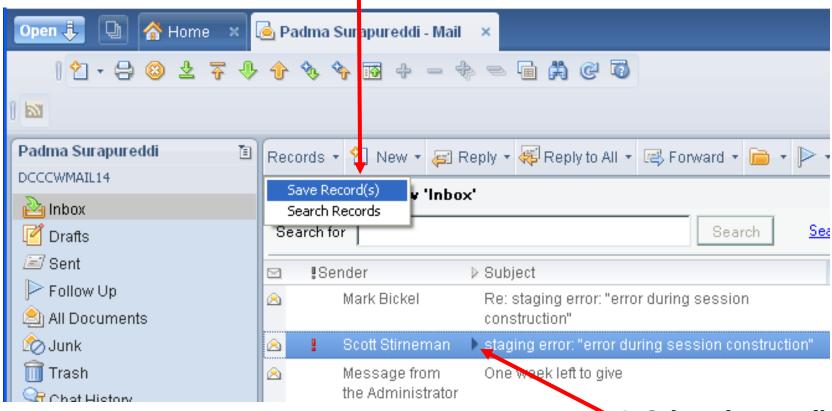


# **Register in ECMS**



## **Save E-mail Records**

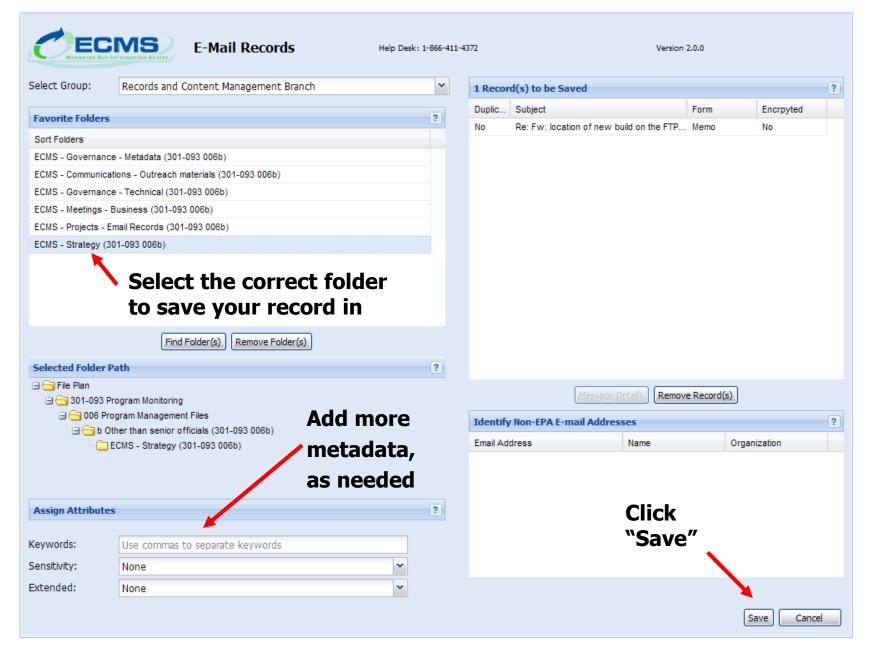
2. Select "Save Record(s)"



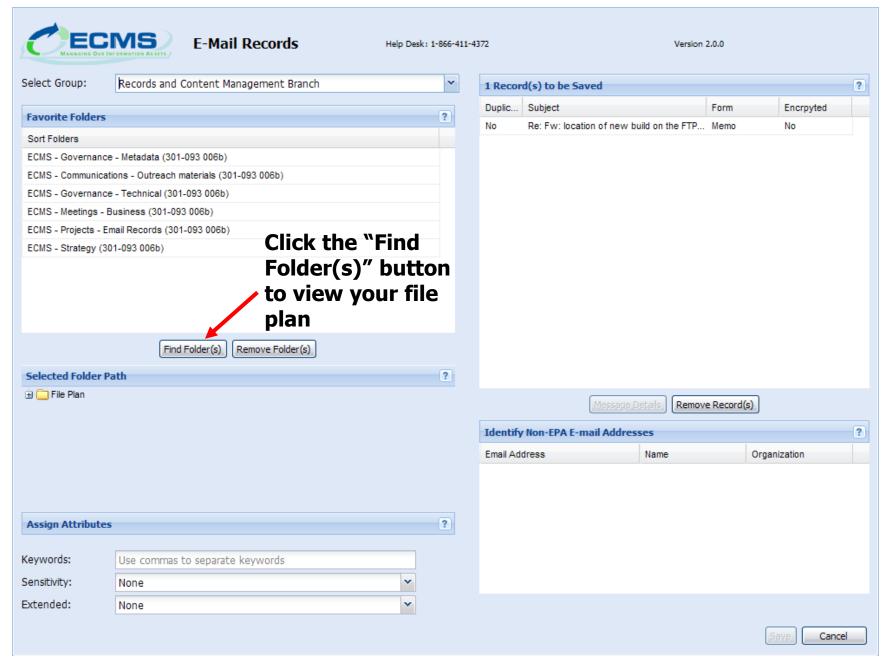
1. Select the e-mail you want to save



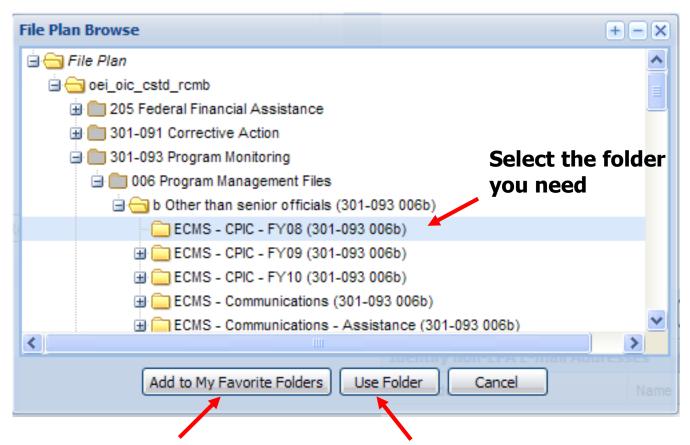
# **Save E-mail Records**



# **Customize Favorites**



### **Customize Favorites**



Click the "Add to My Favorite Folders" button

Or, click the "Use Folder" button to use a folder without adding it to your favorites area





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